

**Treasury Documentation**

**Subject:** Workplace Injuries (Lansing and Detroit Areas),  
Send Employee for Treatment

**For:** EMPLOYEE HANDBOOK                    **Also See:** PT-03129  
HEALTH AND SAFETY HANDBOOK

<b>Identification</b>	ET-03159
Policy	9-1-2006
<b>Effective Date</b>	ET-03159 (9-1-2004)
<b>Replaces</b>	

Page 1 of 2

The Department of Treasury has developed a partnership with two health care providers to treat work-related injuries. One health care provider is for employees in the Lansing area and the second is for employees in the Detroit area.

### **Lansing Area Employees**

Lansing-area employees who are injured on the job should go to WorkHealth Occupational Medical Center, 740 N. Waverly, Lansing (located in the Edgemont Shopping Center on the northeast corner of Waverly and Saginaw Streets). The entrance is on the west side. They may also go to the medical center's second location at 2132 N. Cedar Street, Holt.

If an employee is injured outside normal work hours (8:00 a.m. to 5:00 p.m.), he/she should go to any of the hospital emergency rooms in the Lansing area.

### **Detroit Area Employees**

Detroit-area employees who are injured on the job should go to one of the nearest St. John Hospital's Occupational Health Unit. If an employee is injured outside normal work hours (8:00 a.m. to 5:00 p.m.), he/she should go to the nearest emergency room.

### **All Employees**

An "Authorization for Treatment and Billing" form should be completed for any employee being treated by a health care provider.

The injured employee's supervisor or Human Resources (HR) Division representative should complete the following on the authorization form.

1. Enter date, employee's name, employer (Michigan Department of Treasury), and print and sign name on the "Authorized by" line.
2. Check the first box, "Work-related injury/illness (suspected)," under the HAS BEEN AUTHORIZED TO SEE YOU FOR section.

The injured employee should take completed authorization form with him/her to the health care provider. A map to the health care provider is on the back of the authorization form.

If an employee goes to the health care provider without an authorization form, the employee's supervisor or HR representative must call the health care provider to let them know the injured employee's name, that employee is authorized for treatment and that employee works for the Michigan Department of Treasury. Administrative leave should be granted for the first visit only on the day the injury is reported.

**Subject:** Workplace Injuries (Lansing and Detroit Areas),  
Send Employee for Treatment

**Identification**

ET-03159

Policy

**Effective Date**

9-1-2006

Page 2 of 2

The injured employee's supervisor or other management staff must call HR as soon as possible at (517) 373-3172 to report that an injured employee has been sent to a health care provider.

As soon as possible following the injury, the injured employee should fill out form 1899 TREASURY ACCIDENT REPORT, have it signed by his/her supervisor, and forward it to HR. Refer to Policy PT-03129, in the Employee or Health and Safety Handbook on Treasury's Intranet, regarding on-duty accident reports.

**End**